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	Process Owner Division Officer, Manpower		Approval Authority Director, Support Services

1. Purpose & Scope

The purpose of this process is to coordinate Memorandum of Understanding Letters at NSHS Bethesda.

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001, Naval School of Health Sciences Quality Manual, b) NSHS-002, Quality System Document Control, c) SECNAVINST 5216.5 series, Correspondence Manual, d) OPNAVINST 4000.84, MOU Instruction, e) SECNAVINST 5212.5 series, Navy & Marine Corps Disposition Manual.

3. Definitions

The terms listed below are defined to assist the reader.

3.1 **MOU:** Memorandum of Understanding.

3.2 **CO:** Commanding Officer.

4. Document Review & Concurrence

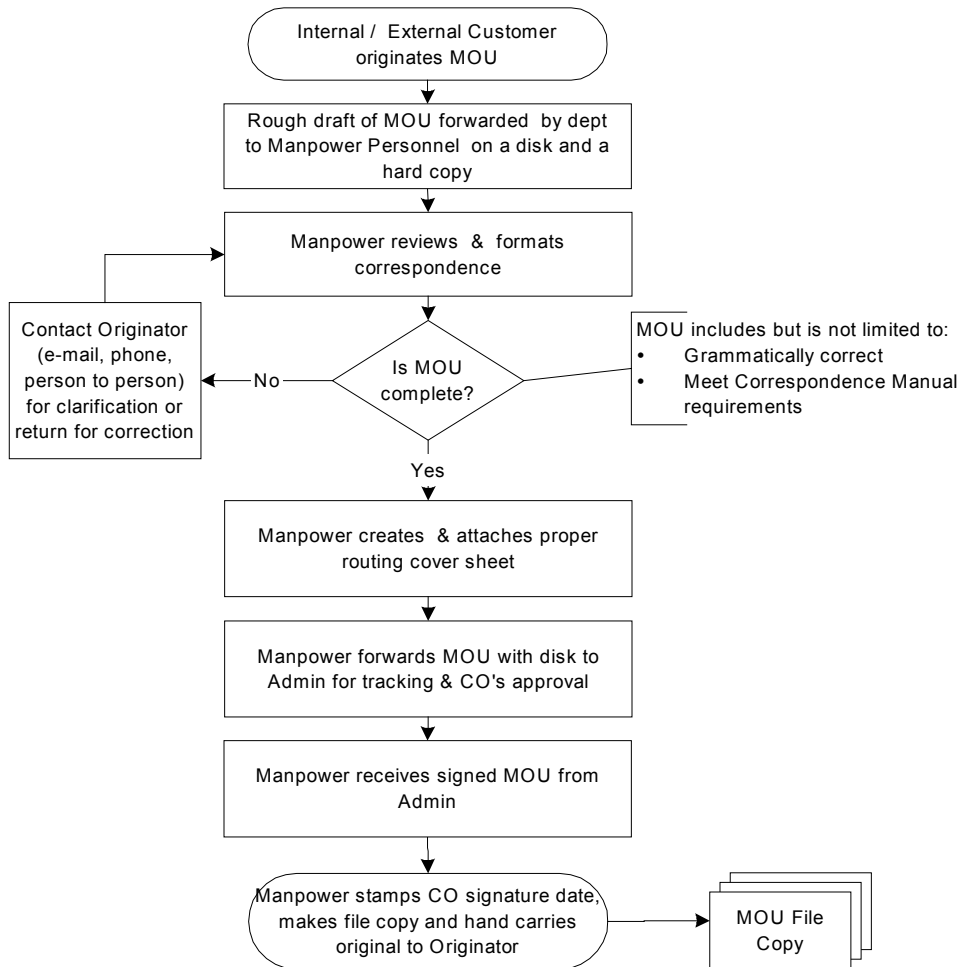
Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Division Officer, Manpower	OS33 (Process Owner)	HM1 M. Silva	Director, Support Services	OS3 (Approval Authority)	LCDR E. Kennedy
Admin. Officer	OS3	EMS T. Carr			

5. Summary of Changes

	Description	Date
01	Initial issue of procedure.	13 JUL 01

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6. Process Flowchart



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7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
MOU File Copy	Division Officer, Manpower	File Cabinet	By Department	5 Years	Archive for 5 years then destroyed per SECNAVINST 5212.5 series

8. Addendum

N/A